

**Section I**  
**Standard Instructions to Bidders**

The following data shall be applicable:-

| <b>S#</b> | <b>Attribute</b>                     | <b>Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.        | Name of Purchaser                    | Bahria University Islamabad Campus                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.        | Purchaser's Address                  | Shangrilla Road, Sector E-8, Islamabad                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3.        | Collection of Bidding Documents from | Procurement Office<br>Basement of Auditorium<br>Bahria University Islamabad                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.        | Price of Bidding Documents           | Rs. 5,000/- in cash non re-fundable should be deposited in Procurement Office before 06 July 2026. Receipt will be provided as per attached Format.                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5.        | Communication / Correspondence       | Procurement Officer E-8 Islamabad Campus<br>Shangrilla Road, Sector E-8, Islamabad<br>Tele: 051-9260002 Ext: 1229                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 6.        | Bid Submission                       | Bids are to be submitted through <b>E -PADS</b> only. (Hard Copy of uploaded documents and bid security (in original) be deposited in Procurement Office BUIC before 06 Jul 2026). Any query related to E-PADS, please contact on PPRA helpline 051-111-137-237<br><br>2. Prices are to be quoted in Section-IV of the bidding documents only. Prices are to be quoted without GST. Other taxes, transportation/labour charges should be included. Prices quoted on firm's letterhead will not be accepted.                                                        |
| 7.        | Amount of bid security               | Lot-1: Rs. 74,750/- Stationery<br>Lot-2: Rs. 50,000/- Cleaning Material<br>Lot-3: Rs. 25,000/- Toners                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 8.        | Form of Bid Security                 | a. The bid security shall be in the form of irrevocable, en-cashable call-deposit/bank draft/pay order in name of Bahria University.<br><br>b. No personal cheques will be acceptable at any cost.<br><br>c. The previous bid security (if any) will not be considered or carry forwarded.<br><br>d. Bid security is refundable however; its claiming back shall be responsibility of the bidder. The bidder or its authorized representative will collect it from Procurement office by hand acknowledging receipt by Signing in the bid security R & I register. |

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|----|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | Bid validity period.                         | Bid should remain valid for 01 year from the closing date. Bid validity period for commercial bids shall be communicated when the same would be called for (if called separately).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 10 | Percentage for quantity increase or decrease | The quantity can be increased or decreased upto maximum of 15% as per client requirements for first/subsequent order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 11 | Execution                                    | The purchase order will be issued as and when required basis to the vendor who shall sign for its acceptance. The formal contract will be signed with mutual consent and if the terms and conditions of the deal are complex/ involve heavy cost/part payments/loan adjustments etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12 | Further Order                                | Purchase order will be given as and when required within 01 year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 13 | Defect liability period                      | <p>a. One-year defect liability period shall apply.</p> <p>b. The client shall promptly notify the Contractor in writing of any claims arising during the defect liability period.</p> <p>c. Upon receipt of such notice, the bidder shall, within the period specified with all reasonable speed, repair the defective parts thereof, without costs to the client.</p> <p>d. If the bidder, having been notified, fails to remedy the defect(s), within a reasonable period, the client may proceed to take such remedial action as may be necessary, at the contractor's risk and expense and without prejudice to any other rights which the client may have against the constructor under the Contract.</p> <p>e. Date of putting the facility into usage shall be reckoned for start of defect liability period. Earnest money can be withheld for one year.</p> |
| 15 | Arbitration                                  | The order / contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to the order / contract shall be settled amicably by both the parties. If not settled, the matter shall be referred to Rector Bahria University Islamabad as arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any court of Law.                                                                                                                                                                                                                                                                                                                                                                                     |

**Section II**  
**Special Instructions to Bidders**

| <b>S#</b> | <b>Attribute</b>                                                     | <b>Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01        | Name of Project                                                      | Purchase of stationery items, cleaning material, papers, and toners (FY -2026-27)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 02        | Tender Published on                                                  | 17 June 2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 03        | Medium                                                               | Newspapers, PPRA & BU Website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 04        | Deadline for bid submission                                          | 06 July 2026 at 1100 hrs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 05        | Time, date, and place for bid opening.                               | 06 July 2026 at 1130 hrs (Only E-PADs Version 2.0)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 06        | Bidding Procedure                                                    | Single stage one envelopes procedure shall apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 07        | Qualification of Bidders and documents to be attached with the bids. | <p>The bidder must submit following documents in alphabetical order as given below:</p> <ol style="list-style-type: none"> <li>a. List of Contents.</li> <li>b. Profile of Company/Firm <b>(To be shown as Flag A)</b></li> <li>c. The bidder must have minimum 05 x years of experience in similar field. Experience Certificates are to be attached <b>(To be shown as Flag B)</b>.</li> <li>d. The bidder must have handled similar or high value projects. Documentary evidence must be provided, which includes copies of purchase orders, certificates from client for successful completion of contract etc <b>(To be shown as Flag C)</b>.</li> <li>e. List of infrastructure/setup comprising of staff, equipment and other associated facilities <b>(To be shown as Flag D)</b>.</li> <li>f. The bidder submits under mentioned certificates <b>(To be shown as Flag E)</b> <ol style="list-style-type: none"> <li>(i) NTN Certificate</li> <li>(ii) Sales Tax</li> <li>(iii) Income Tax certificate.</li> <li>(iv) FBR Tax Return of last one year</li> </ol> </li> <li>g. Bank statement of last 02 year is to be submitted to ascertain the financial capability <b>(To be shown as Flag F)</b>.</li> <li>h. Affidavit on stamp paper of Rs 50/- to the fact that bidder has not been blacklisted by any organization of the Federal/Provincial Government <b>(To be shown as Flag G)</b>.</li> </ol> |

|    |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                      | <p>j. Misc documents (if any)<br/><b>(To be shown as Flag H)</b></p> <p>k. The bidder must submit leaflets, brochures, and catalogues of quoted products, where applicable<br/><b>(To be shown as Flag J)</b></p> <p>l. The bidder shall have an operational office/service facility in Rawalpindi/Islamabad for prompt delivery of the items and shall provide documentary proof (Address, Utility bill or Rent Agreement)<br/><b>(To be shown as Flag k)</b></p> <p>l. The bidder will facilitate the visit to the assessment team of BUIC to ascertain the capability and infrastructure of the firm if required by the University.</p> |
| z  | Subject and file No. | <p>Subject: Purchase of stationery items, cleaning material, papers, and toners FY-2026-27</p> <p>File No. BUIC/Pro-Office/Sty/2026-27</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 09 | Any Query            | If you have any query / new update with reference to tender ( <b>Section IV</b> ) then share with us before 29 June 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

**Section III**  
**Schedule of Requirements**

The schedule stipulates hereafter is the period during which the supply is required to be completed, tested and accepted.

| <b><u>Detail of Items</u></b> |                                                           | <b><u>Supply date FY 2026-27</u></b>                                                                                     |
|-------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1.                            | Stationery, Paper & Printing Items (Listed in Section-IV) | It will be closed framework agreement. All items will be purchased on required basis for the period of 01 years 2026-27. |
| 2.                            | Cleaning Material (Listed in Section-IV)                  |                                                                                                                          |
| 3.                            | Toner different Origin (Listed in Section-IV)             |                                                                                                                          |

**Section-IV  
Specification**

**LOT-1  
LIST OF STATIONARY/PRINTING ITEMS OF THE FY – 2026-27**

| S. NO | DESCRIPTION                                                  | DENO   | RATE | GST | TOTAL |
|-------|--------------------------------------------------------------|--------|------|-----|-------|
| 01    | Ball Pen Piano 0.8 with Grip (blue, Black, Red) needle point | Pkt    |      |     |       |
| 02    | Ball Pen Piano crystal gel                                   | Pkt    |      |     |       |
| 03    | Ball point piano Jelflo                                      | Pkt    |      |     |       |
| 04    | Ball point blue Schneider Pen                                | Pkt    |      |     |       |
| 05    | Ball Points Deli X-treme 0.7 blue/black & red                | Pkt    |      |     |       |
| 06    | Ball Point E-Take (M&G)                                      | No     |      |     |       |
| 07    | Ball Point Table Fix                                         | Pkt    |      |     |       |
| 08    | Binder clip China different size                             | No     |      |     |       |
| 09    | Binding Tape 1"                                              | No     |      |     |       |
| 10    | Binding Tape 2"                                              | No     |      |     |       |
| 11    | Binding Tape 3"                                              | No     |      |     |       |
| 12    | Blade for paper cutter, SDI Medium size                      | Pkt    |      |     |       |
| 13    | Bahadur Bold 505 Fountain Pen                                | No     |      |     |       |
| 14    | Box file Fine quality Narrow back 2" (ALPHA 1219)            | No     |      |     |       |
| 15    | Box File Exclusive 3" Back Nokya                             | No     |      |     |       |
| 16    | Box file Ordinary Shaker 703                                 | No     |      |     |       |
| 17    | Correction Tape Deli (5m x 12m)                              | No     |      |     |       |
| 18    | Calculator Citizen 14-digit Model CT-9300                    | No     |      |     |       |
| 19    | Calculator Citizen 860L                                      | No     |      |     |       |
| 20    | Counter Ballpoint Blue                                       | No     |      |     |       |
| 21    | Cell Camelion AA                                             | No     |      |     |       |
| 22    | Cell Camelion AAA                                            | No     |      |     |       |
| 23    | Cell Energizer AA                                            | No     |      |     |       |
| 24    | Cell Energizer AAA                                           | No     |      |     |       |
| 25    | Cell D Size (Duracell)                                       | No     |      |     |       |
| 26    | Cell Computer Maxell 2030,2032                               | No     |      |     |       |
| 27    | Cell for Loud Hailer (Toshiba or Equal) medium               | No     |      |     |       |
| 28    | Cell 9-volt Battery Toshiba                                  | No     |      |     |       |
| 29    | Chart Paper Different color                                  | No     |      |     |       |
| 30    | Check of list pouch A-4 size                                 | No     |      |     |       |
| 31    | Cleaner for computers (Insta clean)                          | Bottle |      |     |       |
| 32    | Duster for white board Fine Quality                          | No     |      |     |       |
| 33    | Degree folder (as per sample)                                | No     |      |     |       |
| 34    | Double Tape 1"                                               | No     |      |     |       |

|    |                                                                                                                   |        |  |  |  |
|----|-------------------------------------------------------------------------------------------------------------------|--------|--|--|--|
| 35 | Double Tape 2",                                                                                                   | No     |  |  |  |
| 36 | Double Tape 3"                                                                                                    | No     |  |  |  |
| 37 | Envelop white A – 4 Size (80 gm)                                                                                  | No     |  |  |  |
| 38 | Envelop white cloth F/S Inner cloth                                                                               | No     |  |  |  |
| 39 | Examiner Envelopes as per sample<br>Khaki Printed, size 11 – 1 / 2 x 15" for<br>exam<br>Using 130 Grm Craft paper | No     |  |  |  |
| 40 | Envelope Khaki for key packing                                                                                    | No     |  |  |  |
| 41 | File board Full Size with flapper (Awais)                                                                         | No     |  |  |  |
| 42 | Fountain Pen                                                                                                      | No     |  |  |  |
| 43 | File Cover BU Blue /Art Card 250 gm                                                                               | No     |  |  |  |
| 44 | File Cover BU white /Art Card 250 gm                                                                              | No     |  |  |  |
| 45 | File cover for student record<br>green/yellow as per sample (Ivery<br>card) 300 gm                                | No     |  |  |  |
| 46 | File flags different colours                                                                                      | Pkt    |  |  |  |
| 47 | File cover Nokyo A-074 with<br>printing (as per sample)                                                           | No     |  |  |  |
| 48 | File cover Transparent A –<br>4 Size (as per sample)                                                              | No     |  |  |  |
| 49 | File cover Transparent F/S<br>Size (as per sample)                                                                | No     |  |  |  |
| 50 | File bag plastic with pouches                                                                                     | No     |  |  |  |
| 51 | File Cover White 300 Grm Art Card A-4<br>size                                                                     | No     |  |  |  |
| 52 | File Cover white with pocket Art card A-4<br>size                                                                 | No     |  |  |  |
| 53 | File Cover white with pocket Art card<br>legal size                                                               | No     |  |  |  |
| 54 | File Tags small size 6" plastic end                                                                               | Bundle |  |  |  |
| 55 | File Tags Medium Size 12" plastic end                                                                             | Bundle |  |  |  |
| 56 | Finger Wet tool                                                                                                   | No     |  |  |  |
| 57 | File Table Stand                                                                                                  | No     |  |  |  |
| 58 | File Box Shakir.704                                                                                               | No     |  |  |  |
| 59 | Correction Pen Pelican                                                                                            | No     |  |  |  |
| 60 | Graph Sheet A-4 size                                                                                              | Pad    |  |  |  |
| 61 | Gum Stick UHU 21 Grm                                                                                              | No     |  |  |  |
| 62 | High Lighter Dollar NEON                                                                                          | No     |  |  |  |
| 63 | Ink Blue Black Red Dollar                                                                                         | Btl    |  |  |  |
| 64 | Insulation Tape 1"                                                                                                | No     |  |  |  |
| 65 | Insulation Tape 2"                                                                                                | No     |  |  |  |
| 66 | Insulation Tape 3"                                                                                                | No     |  |  |  |
| 67 | Ink for Stamp Pad Dollar                                                                                          | Btl    |  |  |  |
| 68 | Labels for library Books (A-4 size)<br>as per sample                                                              | No     |  |  |  |
| 69 | Letter Head 04 color half A-4 100 gm<br>white as per sample (each 100 sheet)                                      | Pad    |  |  |  |
| 70 | Letter Tray In – out Executive (03 Step)                                                                          | Set    |  |  |  |
| 71 | Letter Tray In – out Executive (02 Step)                                                                          | Set    |  |  |  |

|     |                                                                 |      |  |  |  |
|-----|-----------------------------------------------------------------|------|--|--|--|
| 72  | Mail Folder (Alpha)                                             | No   |  |  |  |
| 73  | Mail Folder Velvet                                              | No   |  |  |  |
| 74  | Mitsubishi Gel Pen                                              |      |  |  |  |
| 75  | Marker Dollar Permanent Blue, Black & Red                       | No   |  |  |  |
| 76  | Marker Fine tip Dollar Blue, Black & Red                        | No   |  |  |  |
| 77  | Marker White board Blue, Black, Red, Dollar                     | Pkt  |  |  |  |
| 78  | Marker white Board Blue, Black, Red (snowman) SB-12             | Pkt  |  |  |  |
| 79  | Minute Sheet Green / A-4 80 Grm                                 | Sh   |  |  |  |
| 80  | Minute Sheet Green Legal size 80 Grm                            | Sh   |  |  |  |
| 81  | Medicine advises pad as per sample (100 Sheet)                  | Pad  |  |  |  |
| 82  | Paper Imported A-4 size 80 Grm Double AA"                       | Ream |  |  |  |
| 83  | Paper A-4 Imported 80 gm Paper one /Equal                       | Ream |  |  |  |
| 84  | Paper Imported Legal Size 80gm Double AA                        | Ream |  |  |  |
| 85  | Paper Imported Legal size 80 gm Paper one /Equal                | Ream |  |  |  |
| 86  | Paper tape 1" Sensa                                             | Roll |  |  |  |
| 87  | Paper tape 2" Sensa                                             | Roll |  |  |  |
| 88  | Packing tape 2" Seven Star                                      | Roll |  |  |  |
| 89  | Packing tape 3" Seven Star                                      | Roll |  |  |  |
| 90  | Paper Clip 36 mm, Three Flowers) Special                        | Pkt  |  |  |  |
| 91  | Paper Colored different colors 100 Sheet                        | Pkt  |  |  |  |
| 92  | Paper Colored different colors 500 sheets                       | Pkt  |  |  |  |
| 93  | Paper Cutter Large with Blade Deli 2039                         | No   |  |  |  |
| 94  | Paper Pin                                                       | Pkt  |  |  |  |
| 95  | Pen Uni – ball eye Fine UB – 157 Blue, Black, Red               | No   |  |  |  |
| 96  | Pen Uni – ball Signo 0.7 mm Blue, Black, Red                    | No   |  |  |  |
| 97  | Pen Uni – Ball (Vision Elite – 80, 95) Blue, black, red & green | No   |  |  |  |
| 98  | Pointer Dollar (Blue, Red, Black & Green                        | Pkt  |  |  |  |
| 99  | Pencil Jar Nike                                                 | No   |  |  |  |
| 100 | Pen stand with pen Acrylic                                      | Set  |  |  |  |
| 101 | Pencil Soft Gold Fish H. B                                      | Pkt  |  |  |  |
| 102 | Pencil Soft Dollar                                              | Pkt  |  |  |  |
| 103 | Perform Writing/Printing Imported                               | No   |  |  |  |
| 104 | Pencil Gold Fish 7000 (Electrographic)                          | Pkt  |  |  |  |
| 105 | Post it Pad 3 x 3" (best quality)                               | Pad  |  |  |  |
| 106 | Post it Pad 3 x 4" (best quality)                               | Pad  |  |  |  |
| 107 | Protecting Sheet Plastic 100 Sheet                              | Pkt  |  |  |  |

|     |                                              |       |  |  |  |
|-----|----------------------------------------------|-------|--|--|--|
|     | Packing                                      |       |  |  |  |
| 108 | Punch machine D/H medium Size Kw trio        | No    |  |  |  |
| 109 | Punching Machine D/H Heavy Duty KW trio      | No    |  |  |  |
| 110 | Punch Machine Single                         | No    |  |  |  |
| 111 | Pouch for Degree Folder                      | No    |  |  |  |
| 112 | Quiz Sheet (24 Pages)                        | Dasta |  |  |  |
| 113 | Red Paper Seal                               | Pkt   |  |  |  |
| 114 | Register large Imran on imported paper 16 No | No    |  |  |  |
| 115 | Register number 8-16 P/No Sunny              | No    |  |  |  |
| 116 | Register Inward/Outward                      | No    |  |  |  |
| 117 | Rubber Band                                  | Pkt   |  |  |  |
| 118 | Scale Steel 12" Sowrd fish brand             | No    |  |  |  |
| 119 | Scissor Large Size Sensa                     | No    |  |  |  |
| 120 | Scissor Medium size Sensa                    | No    |  |  |  |
| 121 | Scissor Small Size Sensa                     | No    |  |  |  |
| 122 | Separator Sheet (Card)                       | Pkt   |  |  |  |
| 123 | Separator Sheet (Plastic)                    | Pkt   |  |  |  |
| 124 | Spiral note pad small                        | Pad   |  |  |  |
| 125 | Spiral note pad Medium 6x8                   | Pad   |  |  |  |
| 126 | Spiral note pad A-4 size                     | Pad   |  |  |  |
| 127 | Sharpening Machine Heavy Duty KW-trio        | No    |  |  |  |
| 128 | Sharpener for pencil Ordinary (Steel Type)   | No    |  |  |  |
| 129 | Stamp Pad Blue, Black, Red Lancer            | No    |  |  |  |
| 130 | Stamp Pad Blue, Black, Red Dollar            | No    |  |  |  |
| 131 | Staple Pin size 23/6 Dollar                  | Pkt   |  |  |  |
| 132 | Staple Pin size 23/8 Dollar                  | Pkt   |  |  |  |
| 133 | Staple Pin size 23/10 Dollar                 | Pkt   |  |  |  |
| 134 | Staple Pin size 24/6 Dollar                  | Pkt   |  |  |  |
| 135 | Staple Pin size 26/6 Dollar                  | Pkt   |  |  |  |
| 136 | Staple Pin size 10 No Dollar                 | Pkt   |  |  |  |
| 137 | Staple remover                               | No    |  |  |  |
| 138 | Stapler Machine Heavy Duty KW-trio           | No    |  |  |  |
| 139 | Stapler Machine DUX-12 Medium                | No    |  |  |  |

|     |                                                         |      |  |  |  |
|-----|---------------------------------------------------------|------|--|--|--|
| 140 | Stapler Machine STD S-60                                | No   |  |  |  |
| 141 | Stapler Machine Max small                               | No   |  |  |  |
| 142 | Sticker Sheet A -4 Size (Computer Label)                | Pkt  |  |  |  |
| 143 | Section Diary/Dak Register P/No                         | No   |  |  |  |
| 144 | Stock Register P/No                                     | No   |  |  |  |
| 145 | Scotch Tape 1" (Deer) four pillars (white) SKU: 7001246 | Roll |  |  |  |

|     |                                                   |      |  |  |  |
|-----|---------------------------------------------------|------|--|--|--|
| 146 | Scotch Tape 2" (Deer) Super Adhesive              | Roll |  |  |  |
| 147 | Scotch Tape 3" (Deer) 72mm (50 yard)              | Roll |  |  |  |
| 148 | Soft tape1" Impala Brand                          | Roll |  |  |  |
| 149 | Strong Tape Blue 1" (Stick Master Super)          | Roll |  |  |  |
| 150 | Strong Tape Blue 2" (Stick Master Super)          | Roll |  |  |  |
| 151 | Strong Tape Blue 3" (Stick Master Super)          | Roll |  |  |  |
| 152 | Stick master tape 3" blue                         | Roll |  |  |  |
| 153 | Teacher folder as per sample with ring & Printing | No   |  |  |  |
| 154 | Table set complete 09 pieces Marble               | Set  |  |  |  |
| 155 | Table set complete 09 pieces wooden               | Set  |  |  |  |
| 156 | Table Diary /Yearly Diary                         | No   |  |  |  |
| 157 | Table Diary Stand                                 | No   |  |  |  |
| 158 | Table Year Planner                                | No   |  |  |  |
| 159 | Tape Dispenser for 1" tape roll size excel        | No   |  |  |  |
| 160 | Transparent sheet for Degree folder               | Pkt  |  |  |  |
| 161 | Thumb Pin / Drawing Pin                           | Pkt  |  |  |  |
| 162 | Tape Nichiban 1"                                  | Pkt  |  |  |  |
| 163 | Tape Nichiban 2"                                  | Pkt  |  |  |  |
| 164 | Tape Nichiban 3"                                  | Pkt  |  |  |  |
| 165 | Tape Nichiban 4"                                  | Pkt  |  |  |  |
| 166 | Tape Adhesive 1"                                  | Pkt  |  |  |  |
| 167 | Tape Adhesive 2"                                  | Pkt  |  |  |  |
| 168 | Tape Adhesive 3"                                  | Pkt  |  |  |  |
| 169 | Tape Adhesive 4"                                  | Pkt  |  |  |  |
| 170 | Tempo Marker Permanent Blue, Black, Red           | Pkt  |  |  |  |
| 171 | Tape Tico Black 1", 2", 3"                        | Pkt  |  |  |  |
| 172 | Pencil Sharpener Deli E0620 Rotary                | No   |  |  |  |
| 173 | Thread Cotton Tape 1"                             | Pkt  |  |  |  |
| 174 | Thread Cotton Tape 2"                             | Pkt  |  |  |  |
| 175 | Thread Cotton Tape 3"                             | Pkt  |  |  |  |
| 176 | Vehicle Entry Register                            | No   |  |  |  |

**Lot-2**  
**LIST OF CLEANING MATERIAL OF THE YEAR-2026-27**

| S. NO | DESCRIPTION                      | DENO | UNIT PRICE | GST | TOTAL |
|-------|----------------------------------|------|------------|-----|-------|
| 01    | Air Freshener Jasmine 300ml      | Nos  |            |     |       |
| 02    | Air Freshener Aseel Crown 300 ml | Nos  |            |     |       |
| 03    | Air Freshener Cobra 300ml        | Nos  |            |     |       |

|    |                                                    |        |  |  |  |
|----|----------------------------------------------------|--------|--|--|--|
| 04 | Air Freshener Flower Garden                        | Nos    |  |  |  |
| 05 | Air wick refill Fresh Matic 175gm                  | Nos    |  |  |  |
| 06 | Air wick machine with re-fill                      | Nos    |  |  |  |
| 07 | Acid 400 ml                                        | Bottle |  |  |  |
| 08 | Brush Hard for Cleaning with Handle (Best quality) | Nos    |  |  |  |
| 09 | Country Broom Large size                           | Kgs    |  |  |  |
| 10 | Country Broom Flower                               | Nos    |  |  |  |
| 11 | Cotton Thread Best quality                         | Kgs    |  |  |  |
| 12 | Duster Yellow 20x24                                | Nos    |  |  |  |
| 13 | Duster white cotton 20x24                          | Nos    |  |  |  |
| 14 | Dry Mop with Handle Best quality                   | Nos    |  |  |  |
| 15 | Dust bin large size flip cover best quality        | Nos    |  |  |  |
| 16 | Dust bin medium office uses best quality           | Nos    |  |  |  |
| 17 | Dettol 500ml                                       | Bottle |  |  |  |
| 18 | Dettol 01 Lrt                                      | Bottle |  |  |  |
| 19 | Phenyl Finis (2.5 - 3 Ltrs)                        | Bottle |  |  |  |
| 20 | Phenyl Doctor (800 - 1000ml)                       | Bottle |  |  |  |
| 21 | Glint (450 – 500ml)                                | Bottle |  |  |  |

|    |                                                 |        |  |  |  |
|----|-------------------------------------------------|--------|--|--|--|
| 22 | Hand wash (450 – 500ml)                         | Bottle |  |  |  |
| 23 | Hand wash 05 Ltrs                               | Gallon |  |  |  |
| 24 | Dettol 200ml for office use                     | Bottle |  |  |  |
| 25 | Harpic Cleaner (450 – 500ml)                    | Bottle |  |  |  |
| 26 | Lemon Max Bar Medium                            | Nos    |  |  |  |
| 27 | Lemon Max Bar Large 530 gm                      | Nos    |  |  |  |
| 28 | Lemon Max /Dish wash Liquid (400 – 500ml)       | Bottle |  |  |  |
| 29 | Lota Plastic                                    | Nos    |  |  |  |
| 30 | Mop Steel Handle with base steel (Best Quality) | Nos    |  |  |  |
| 31 | Mortein Spray (350 – 450ml)                     | Nos    |  |  |  |
| 32 | Black Cobra 600ml                               | Nos    |  |  |  |
| 33 | Mospel Oil Small                                | Bottle |  |  |  |
| 34 | Naphthalene Ball                                | Kg     |  |  |  |
| 35 | Polythene Bag Large Size 36"x40" green          | Kgs    |  |  |  |
| 36 | Polythene Bag Medium Size 18"x24" white         | Kgs    |  |  |  |
| 37 | Roomi Air Freshener                             | Nos    |  |  |  |
| 38 | Surf bonus (90 gm)                              | Pkt    |  |  |  |
| 39 | Surf Ariel (30 – 40gm)                          |        |  |  |  |
| 40 | Soap Tibet (120 -150gm)                         | No     |  |  |  |
| 41 | Soap Small Tibet (35 – 50 gm)                   | Nos    |  |  |  |
| 42 | Soap Lux Medium (80 – 90 gm)                    | Nos    |  |  |  |
| 43 | Scotch Brite foam                               | Nos    |  |  |  |
| 44 | Stainless Steel wool wire (Medium size)         | No     |  |  |  |

|    |                                                                  |      |  |  |  |
|----|------------------------------------------------------------------|------|--|--|--|
| 45 | Toilet Roll Maxob Rose Petal Length 22 Mtr (10 roll pack)        | Roll |  |  |  |
| 46 | Tissue Box luxury (Rose Petal) Pull size 200 x 200 (200 Pulls)   | Box  |  |  |  |
| 47 | Tissue Box Pop UP (Rose Petal) Pull size 200x155 (150 Pulls)     | Box  |  |  |  |
| 48 | Tissue Box Hi-Jeen Rose Petal Brown Pull size 230x220 (75 Pulls) | Pkt  |  |  |  |
| 49 | Tissue Box Hi-Jeen Rose Petal white Pull size 230x220 (75 Pulls) | Pkt  |  |  |  |
| 50 | Toilet Brush with holding stand                                  | Nos  |  |  |  |
| 51 | Vim Powder (400 – 500gm)                                         | Pkt  |  |  |  |
| 52 | Wiper with steel Handle large size                               | Nos  |  |  |  |
| 53 | Wiper with steel Handle medium size                              | Nos  |  |  |  |
| 54 | Power Extension Camelion (6 Port)                                | Nos  |  |  |  |
| 55 | Tissue Box Hi-Jeen Rose Petal white                              | Pkt  |  |  |  |
| 56 | Dove Lotion standard size                                        | No   |  |  |  |
| 57 | Dove Shampoo (355-400 ml)                                        | No   |  |  |  |
| 58 | Dettol Surface Cleaner (500 ml)                                  | Btl  |  |  |  |
| 59 | Silicone Gel/Gel Tube (15 grm)                                   | No   |  |  |  |
| 60 | Elfi Magic (20 ml)                                               | No   |  |  |  |
| 61 | Glue Medium (35 ml)                                              | No   |  |  |  |
| 62 | Hand Sanitizer Gel Dettol (200 ml)                               | Btl  |  |  |  |
| 63 | Hard Brush washing (plastic style)                               | No   |  |  |  |
| 64 | Face Mask Care Medi-plus (50 Pcs)                                | Box  |  |  |  |
| 65 | Metal Polish Brasso (175ml)                                      | Btl  |  |  |  |
| 66 | Air Freshener Red/Rose                                           | No   |  |  |  |
| 67 | Air Freshener (Febreze Air Mist)                                 | No   |  |  |  |
| 68 | Reflect Delite Air Freshener                                     | No   |  |  |  |
| 69 | Surgical Gloves                                                  | Pair |  |  |  |
| 70 | Teflon Tape                                                      | No   |  |  |  |

| S. NO | <p style="text-align: center;"><b>LOT-3</b><br/><b>LIST OF TONERS OF THE YEAR-2026-27</b></p> |    |  | Re-fill<br>Toners       |
|-------|-----------------------------------------------------------------------------------------------|----|--|-------------------------|
| 01    | Toner for laser printer HP - 1010 ,1020,<br>1022<br>(12 – A)                                  | No |  |                         |
| 02    | Toner for laser printer HP - 1102 (85 – A)                                                    | No |  |                         |
| 03    | Toner for laser printer HP –<br>1005,1006 (35 – A)                                            | No |  |                         |
| 04    | Toner for laser printer HP - 1320 (49 – A)                                                    | No |  |                         |
| 05    | Toner for laser printer HP – 2015 (53 – A)                                                    | No |  |                         |
| 06    | Toner for laser printer HP-4515 (64-A)                                                        | No |  |                         |
| 07    | Toner for laser printer color HP 1600<br>,2600 124-A (Each Color) (Original)                  | No |  |                         |
| 08    | Toner for HP Printer 2035, 2055 (05A)                                                         | No |  |                         |
| 09    | Toner for laser Printer HP 3015 (55-A)                                                        | No |  |                         |
| 10    | Toner HP-400 (80-A)                                                                           | No |  |                         |
| 11    | Toner for laser printer HP - 1200 (15 – A)                                                    | No |  |                         |
| 12    | Toner for laser printer HP – 1300 (13 – A)                                                    | No |  |                         |
| 13    | Toner for HP Printer –M-125a (83-A)                                                           | No |  |                         |
| 14    | Toner for HP Printer –M-130NW, M-102 (17-<br>A)                                               | No |  |                         |
| 15    | Toner for HP Printer –402 (26-A)                                                              | No |  |                         |
| 16    | Toner for HP Printer –M-26NW (79-A)                                                           | No |  |                         |
| 17    | Toner for HP Printer –M-605 (81-A)                                                            | No |  |                         |
| 18    | Toner for HP Printer –M-135A/MFP-137<br>(107- A) / (106-A)                                    | No |  | <b>Not<br/>Required</b> |
| 19    | Toner for HP Printer –M-203dw (30-A)                                                          | No |  |                         |
| 20    | Toner for HP Printer –M-130NW, M-102,<br>M- 104, M-132 (19-A)                                 | No |  |                         |
| 21    | Toner for HP Printer –M-15, M-16 MFP M-<br>28, M-29 (44-A)                                    | No |  |                         |
| 22    | Toner for HP Printer –M-404, M-428 (76-A)                                                     | No |  |                         |
| 23    | Toner for HP Printer –2701-A                                                                  | No |  |                         |
| 24    | Toner for HP Printer –89-A                                                                    | No |  |                         |

**2. Price Schedule in Pak. Rupees**

Name of Bidder \_\_\_\_\_ IFB Number \_\_\_\_\_. Page \_\_\_\_\_ of \_\_\_\_\_.

| <b>S #</b> | <b>Detail of items</b>                                       | <b>Amount of bid security</b>                                           |
|------------|--------------------------------------------------------------|-------------------------------------------------------------------------|
| a.         | Stationery, Paper & Printing Items<br>(Listed in Section-IV) | Lot-1: Rs. 74,750/- Stationery<br>Lot-2: Rs. 50,000/- Cleaning Material |
| b.         | Cleaning Material<br>(Listed in Section-IV)                  | Lot-3: Rs. 25,000/- Toners                                              |
| c.         | Toner different Origin<br>(Listed in Section-IV)             | CDR/Bank Draft & Pay order.                                             |

Name of Bidder / Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Seal: \_\_\_\_\_